

Self Service ‘MyBiz’ Module I, Chapter 1 Before You Begin

Introduction

The Self Service Employee ‘MyBiz’ module provides employees the ability to access their Defense Civilian Personnel Data System (DCPDS) employment-related information. The following pages provide a brief overview of ‘MyBiz’.

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Accessing ‘MyBiz’

To access ‘MyBiz’, you must log into the DCPDS Portal. For specific DCPDS Portal information, contact your Human Resources Office (HRO).

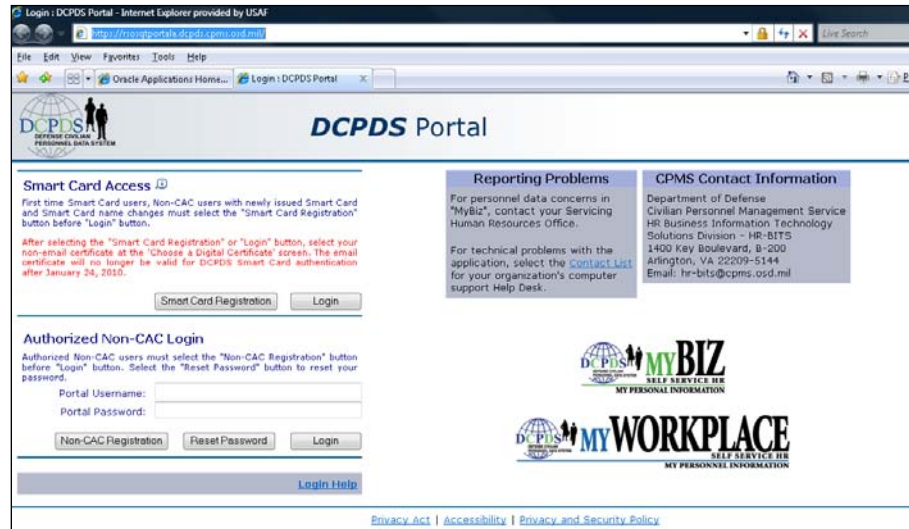


Figure 1

After successfully accessing your region via the DCPDS Portal, the ‘MyBiz’ home page displays. Selecting the ‘MyBiz’ link will open the ‘Functions’ menu of available tasks.

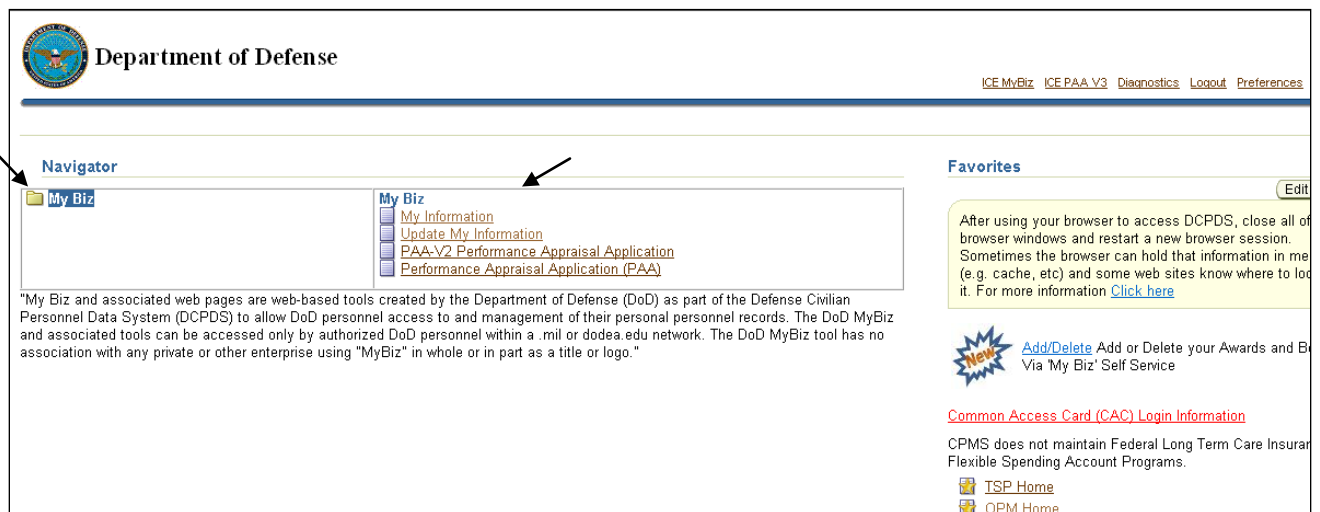


Figure 2

Note: When navigating within ‘MyBiz’, you must utilize appropriate icons, buttons and links to navigate through the screens. The ‘Back’ button **must not be used** while navigating within ‘MyBiz’.

Navigating in ‘MyBiz’

Let’s take a look at the features of this page. The page displays with three columns; ‘Responsibilities’, ‘Functions’, and ‘Favorites’.

The left column displays your ‘Responsibility’;

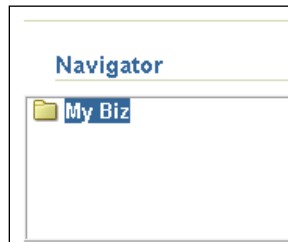


Figure 3

The column in the middle displays the available ‘Functions’;



Figure 4

My Information – provides view of employment related information.

Update My Information – allows you to update specific personal information.

Performance Appraisal Application (PAA) – allows you access to NSPS PAA Application.

The column on the right displays ‘Favorite’ websites.

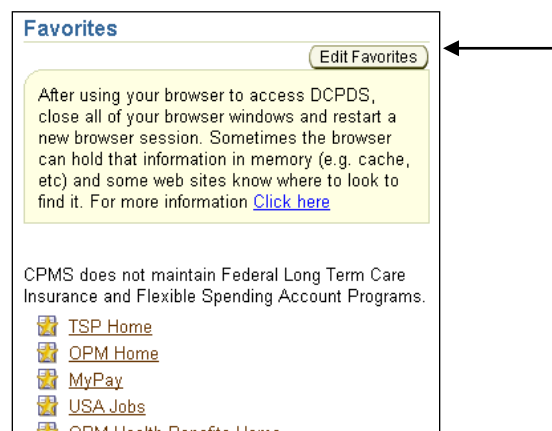


Figure 5

Accessing and Creating Favorites in 'MyBiz'

'Favorites' allows you quick access to commonly used websites. To access a web site from your list of favorites, right click on the link you want to open and select 'Open in New Window'.

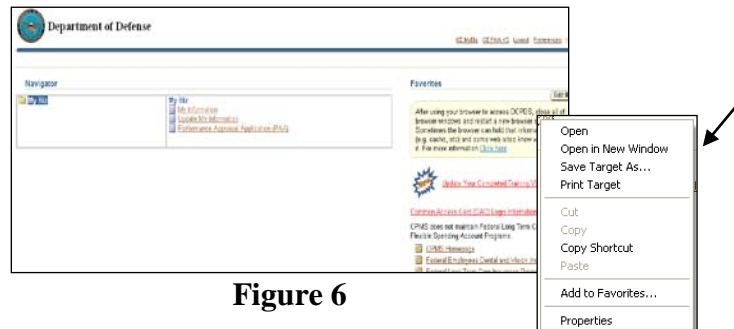


Figure 6

To return to the application, select the red "X" to close the window.



Figure 7

Select the **Edit Favorites** button to make changes to your 'Favorites'.

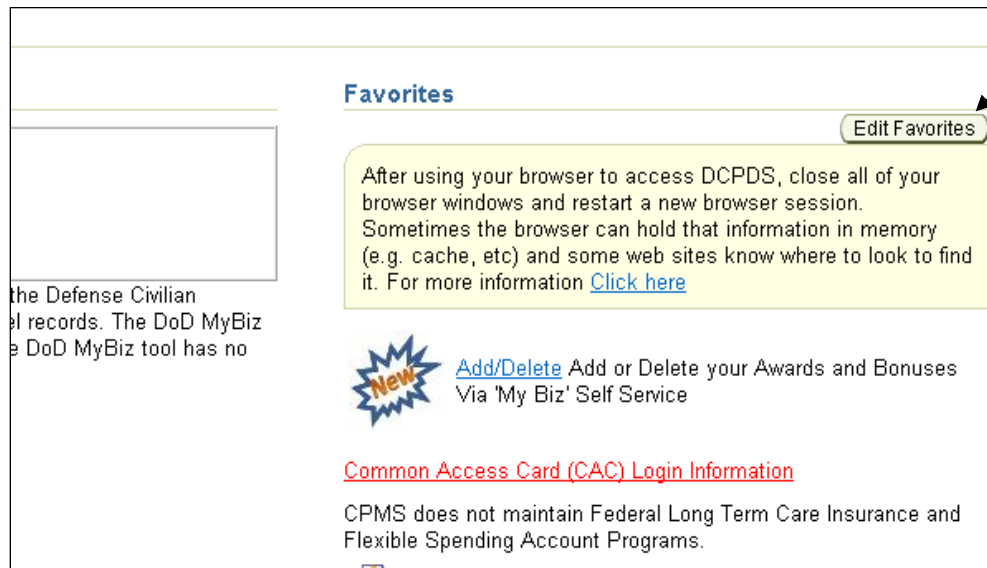


Figure 8

To add a 'favorite' website, select the **Add URL** button.

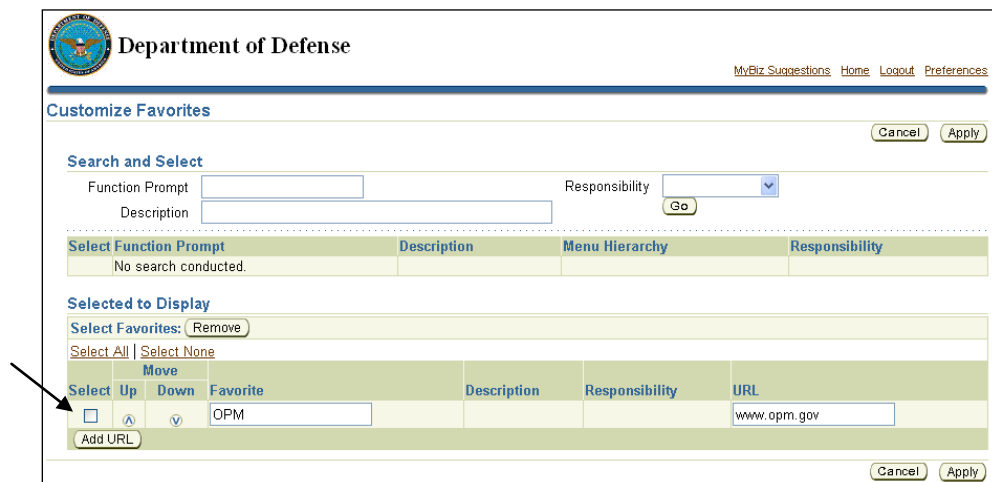


Figure 9

Type the name of the web site you want displayed on your homepage; then type the URL information and select the **Apply** button. In this example, 'OPM' website will be added to the favorites list.

Department of Defense

MyBiz Suggestions Home Logout Preferences

Customize Favorites

Cancel Apply

Search and Select

Function Prompt Responsibility Go

Description

Select Function Prompt	Description	Menu Hierarchy	Responsibility
No search conducted.			

Selected to Display

Select Favorites: Remove

Select All | Select None

Select	Up	Down	Favorite	Description	Responsibility	URL
<input type="checkbox"/>	▲	▼		OPM		www.opm.gov

Add URL

Cancel Apply

Figure 10

After applying the changes, the homepage displays with the new link under the 'Favorites' column. In this case, 'OPM' website was added to the favorites list.

Department of Defense

MyBiz ICEPAAV3 Logout Preferences

My Biz

- My Information
- Update My Information
- Performance Appraisal Application (PAA)

Favorites

Edit Favorites

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look it. For more information [Click here](#).

Update Your Completed Training Via Self Service

Common Access Card (CAC) Login Information

CPMS does not maintain Federal Long Term Care Insurance Flexible Spending Account Programs.

CPMS Homepage

OPM

Figure 11

Note: To remove a 'favorite' from your list, select the web site by clicking in the check box under the 'Select' column, selecting the 'Remove' button and clicking 'Apply'.

Department of Defense

MyBiz Suggestions Home Logout Preferences

Customize Favorites

Cancel Apply

Search and Select

Function Prompt Responsibility Go

Description

Select Function Prompt	Description	Menu Hierarchy	Responsibility
No search conducted.			

Selected to Display

Select Favorites: Remove

Select All | Select None

Select	Up	Down	Favorite	Description	Responsibility	URL
<input type="checkbox"/>	▲	▼		OPM		www.opm.gov
<input type="checkbox"/>	▲	▼		Federal Long Term Care		www.ltcfeds.com

Add URL

Cancel Apply

Figure 12

Other Features

Home

To return to the homepage, from anywhere within the ‘MyBiz’, select the [Home](#) link.

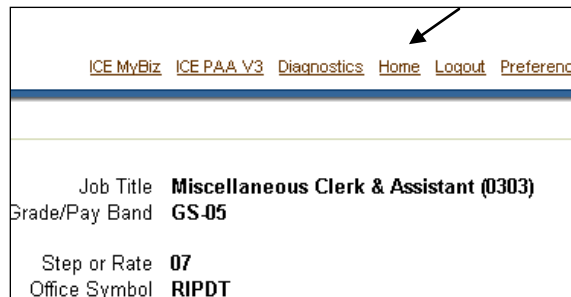


Figure 13

After selecting the ‘Home’ link, the ‘MyBiz’ homepage displays.

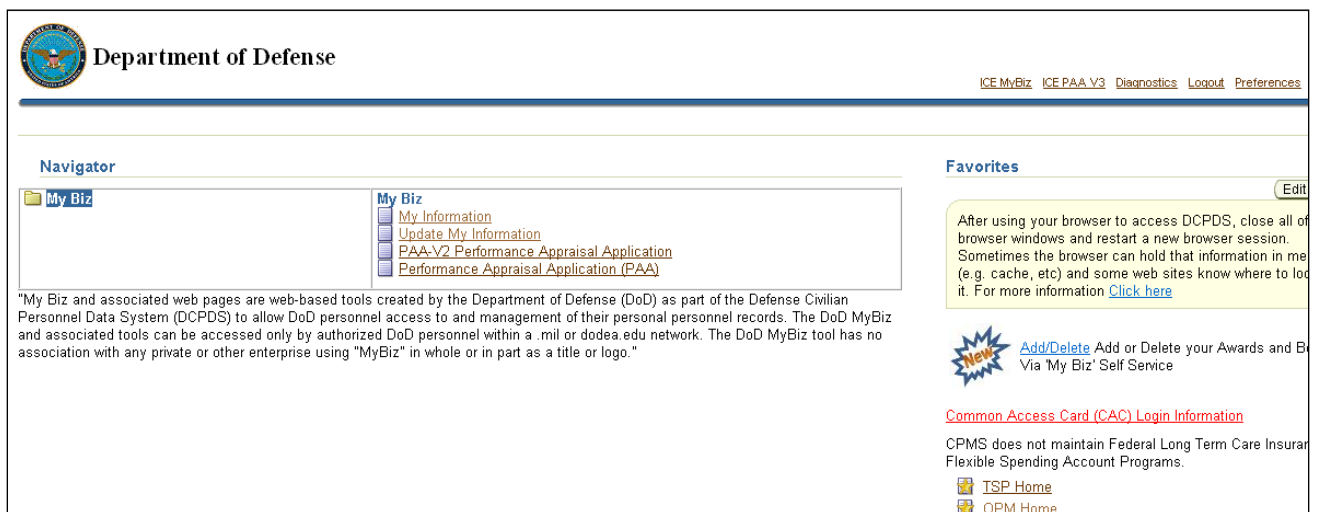
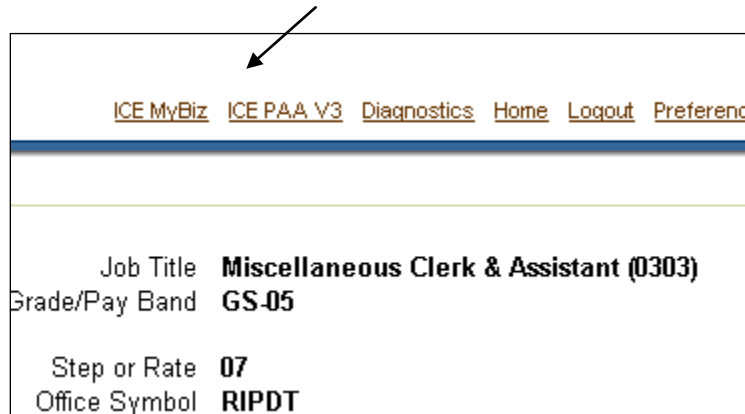


Figure 14

Interactive Customer Evaluation (ICE)

The [ICE MyBiz](#) [ICE PAA V3](#) links allow users to electronically survey CPMS's services/products.



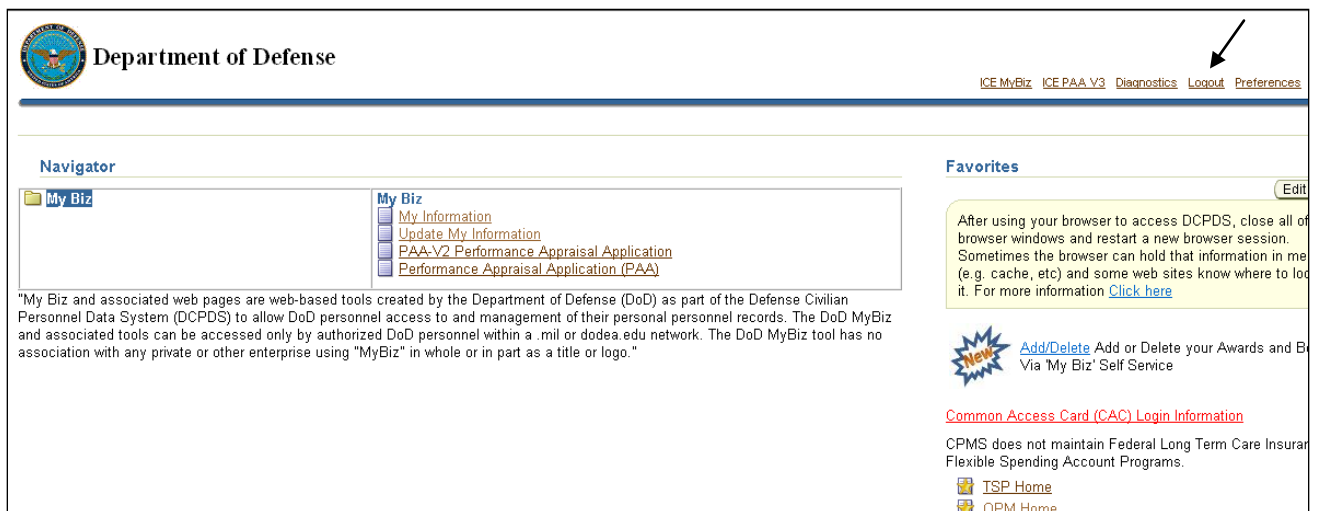
ICE MyBiz ICE PAA V3 Diagnostics Home Logout Preference

Job Title **Miscellaneous Clerk & Assistant (0303)**
 Grade/Pay Band **GS-05**
 Step or Rate **07**
 Office Symbol **RIPDT**

Figure 15

Logging Out of 'MyBiz'

To properly logout, select the [Logout](#) link at the top or bottom of page and exit your DCPDS Portal session.



Department of Defense

ICE MyBiz ICE PAA V3 Diagnostics Logout Preferences

Navigator

My Biz

My Biz

- My Information
- Update My Information
- PAA-V2 Performance Appraisal Application
- Performance Appraisal Application (PAA)

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "MyBiz" in whole or in part as a title or logo."

Favorites

Edit

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look for it. For more information [Click here](#)

Now Add/Delete Add or Delete your Awards and Br Via 'My Biz' Self Service

Common Access Card (CAC) Login Information

CPMS does not maintain Federal Long Term Care Insurance Flexible Spending Account Programs.

TSP Home

OPM Home

Figure 16